



Position Description

Position Identification			
Position Title:	Team Leader, Stepped Care: Wellness and Mind care for older adults.		
Direct Reports	7	Indirect Reports:	0
Position Number: (from HRIS)		Effective Date:	
Location:	Merri Central		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement <ul style="list-style-type: none"> Registered Nurse, Grade 5 Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2017 <ul style="list-style-type: none"> Occupational Therapist, Grade 3 Public Community Health Sector Enterprise Agreement 2012-2016 <ul style="list-style-type: none"> Psychologist, Grade 3 		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Stepped Care approach to mental health and wellbeing for older adults.	Unit:	Aged and Primary Care
Organisational Chart	<pre> graph TD A["Aged and Primary care Business Development Manager"] --- B["Senior Clinician/Team Manager, Stepped Care"] B --- C["Program team"] </pre>		
Position Summary			
<p>This key position will champion and coordinate the establishment, delivery and evaluation of a new and innovative stepped care mental health and wellbeing service to older adults with or at risk of mild to moderate mental illness living in Darebin, Brimbank, Melton and Moreland. As this is a pilot program for a twelve month period, the coordinator will need to lead by example and take both a hands on and strategic role which will ultimately drive the success of this new initiative and program.</p> <p>This position will lead a multi-disciplinary team in the provision of assessment and treatment of older adults with mild to moderate mental health related needs and their carers. Through a collaborative stepped care approach the service will provide clinical triage, evidenced based and time limited psychological therapies, capacity building in activities of daily living as well as social connections for living well/ageing well.</p>			



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The position requires extensive experience in the provision of mental health services for older people in a health or community setting as well as highly developed clinical expertise. Participation in clinical triage may form part of the role when required.

Responsibilities	
Service delivery and evaluation.	<ul style="list-style-type: none">• Take a key role in developing the operational framework for service delivery including the identification care/service pathways, operating policies and procedures, intake and assessment tools and client and service reported outcomes in line with key project deliverables and outcomes.• Lead and support staff in developing evidence based time limited psychosocial therapies and interventions which are appropriate to the needs of older people.• Foster a positive and learning team environment.• In conjunction with the manager develop, implement, monitor and report on evaluation outcomes of the service.• Accurately prepare documentation in a timely manner e.g. reports to Manager and the North Western Melbourne Primary Health Network (NWMPHN).• Communicate and maintain positive relationships with key stakeholders including relevant government services, service providers and key referrers, including internal colleagues.• Demonstrate behaviours and drive a culture that supports a recovery approach to care.• Monitor and track progress of the service including a detailed communication plan.• Provide expert opinion regarding diagnostic impressions, formal diagnostic assessments, feedback on process considerations and treatment planning considerations/advice.• Deliver secondary consultations as sought by colleagues both formally and informally.• As required participate in allocation of referrals and clinical triage and assessment• Ensure the provision of safe and timely evidence based services and continuous quality improvement incorporating accurate documentation, data entry and reporting.• Provide advice to senior management in regards to the programs operational function and outcomes.
Team Management	<ul style="list-style-type: none">• Support members of the Team to assess clinical risk, identify issues and implement mitigation strategies• Provide clinical leadership for the ongoing support and assistance to the Team in the development and maintenance of professional standards, recruitment/retention of staff and supervision.• Provide professional and line-management supervision to staff.• In conjunction with the Manager, develop, implement and review procedures and policies on matters relevant to the team• In conjunction with the Manager develop the team plan and individual work



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	<p>plans in conjunction with relevant parties</p> <ul style="list-style-type: none"> • Report incidents, complaints or grievances to Manager and assist investigation process as per Merri Health policy. • Ensure effective utilisation of clinical appointment diaries to ensure an effective response to demand management of services • Ensure performance management issues are addressed promptly and in accordance with organisational policy & procedure. <p>General</p> <ul style="list-style-type: none"> • All health services within Program achieve internal targets and operate to a high standard, in a timely manner which ensures effective access for clients and is based on evidence based practice. • Contribute to other relevant Merri Health activities as directed by the General Manager through the Manager. • Undertake regular supervision with Manager. • Support staff in the implementation of the Program and Merri Health’s Strategic Plan. • Be responsible for team outcomes, ensuring funding requirements are met, and good external relationships are maintained. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations
People Management	<ul style="list-style-type: none"> • Ensuring the coordination of people within the Team including participation in recruitment, induction, professional development, reward and recognition and performance management • Ensure applicable employees comply with professional registration, national code for health care workers and delegated scope of practice • Ensure employee retention and coordinate workforce planning across the Team to ensure responsiveness to changing or emerging client needs • Promote and monitor compliance of people management processes to all Merri standards, policies and procedures • Motivate and develop team members by promoting continuous improvement • Ensure the performance objectives of the Team are communicated, understood and cascaded to all employees through effective development of individual KPIs and work plans • Ensure appropriate succession plans are in place to achieve longer term strategies
Safety and Risk	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs



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	<p>Quality & Risk</p> <ul style="list-style-type: none"> Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<p>One of the following:</p> <ul style="list-style-type: none"> Registered Psychiatric Nurses: <ul style="list-style-type: none"> Registration with Australian Health Practitioner Regulation Agency (AHPRA). Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing. Occupational Therapists: <ul style="list-style-type: none"> Registration with Australian Health Practitioner Regulation Agency (AHPRA). Registration with the Occupational Therapy Board of Australia and an approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.) Social Workers: <ul style="list-style-type: none"> An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Psychologists: <ul style="list-style-type: none"> Registration with Australian Health Practitioner Regulation Agency (AHPRA). Master's or Doctoral degree in clinical psychology Practice endorsement as a Clinical Psychologist with the Psychology Board of Australia. Approved supervisor status with the Psychology Board of Australia. Tertiary qualification in health or related discipline with current registration with the Australian Health Practitioner Regulation Agency (APHRA) or other applicable board or governing body registration. <p>At least 5 years' experience in assessment, diagnosis and treatment of mild to moderate psychiatric disability for older people (65+)</p>



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	<p>Demonstrated capacity in leading a multidisciplinary team with an ability to build and maintain effective working relationships and build team capacity.</p> <p>Excellent interpersonal skills and highly developed communication (written and verbal) skills.</p> <p>Demonstrated experience in project management including experience in data collection and analysis and report writing.</p> <p>A commitment to Merri Health values and philosophy, and an ability to engage in the enhancement of Merri Health culture in meeting organisational objectives</p>
Desirable	<p>Ability to plan, implement and evaluate a program or service</p> <p>Ability to work with consumers, family and carers from a range of cultural backgrounds and to provide gender sensitive services.</p> <p>Senior Membership of relevant professional association.</p>
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check• Working with Children check• Current full or probationary drivers licence• Professional registration• Current divers license